



**INDIAN INSTITUTE OF INFORMATION TECHNOLOGY RANCHI**  
(An Institute of National Importance under an Act of Parliament)  
**Ranchi, Jharkhand, India**

**APPLICATION FORM**  
**Earned Leave/ HPL/ Commuted Leave/ LTC/ Others**  
(Faculty/Officer/Staff)

Sl No	Items	Particulars
01	Name of Applicant/ Emp. Code/ Designation/Deptt. or Section	
02	Please encircle the Nature of Leave applied for & mentioned the period of leave	EL/ HPL/ Vacation/ Commuted Leave/ Deputation Leave/ on Duty/ others, if any, pls. mention..... Dates: From.....to.....( .....days)
04	Saturdays, Sundays & Holidays proposed to be affixed with leave/tour	Prefix: Suffix:
05	Purpose of leave	
06	Whether proposes to avail <b>LTC</b> during the ensuing leave. If so, please provide details. (Separate application for LTC is also required to be filled up)	Nature of <b>LTC</b> : Home Town LTC/ Anywhere in India LTC Block Year:.....Place of Visit.....
07	Date & Time of leaving station & Date & Time of returning station (In the cases of Tour/Station Leave)	Date & time of leaving station- Date & time of returning to station-
08	Address during leave period & phone no.	
09	Specify the arrangement of classes missed during leave period. (Class wise details to be furnished) Attach separate sheet, if required.	
10	Person to whom Charge of Administrative Duties handed over to for the period of absence from station.	

**Date:**

**Signature of Applicant (with date)**

**Recommendation of the Authorized Person of Dept./ Section:**

Signature (with date)

**Establishment (Office use)**

Dealing Assistant

Sectional Head

**Approval/ Sanction (RG/DT):**

Signature (with date) Designation

1. Staff => Authorized Person of Dept => RG (For all kind of leave)
2. Officers => RG => Director (For all kind of leave)
3. Faculty member => Authorized Person of Dept => Director (For all kind of leave)

# All applications shall be returned to concerned faculty/staff by Establishment Section after updating leave records.